

# CITY OF REDMOND ARTS COMMISSION

## **RETREAT MINUTES**

**January 24, 2005**

**Redmond Senior Center**

*“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”*

**COMMISSIONERS PRESENT:** Chairperson Phil Teller, Vice Chair Kay Tarapolsi, Jill Schmidt, Latha Sambamurti, Roy Leban, Katie Innes, Yvette Waters; Heidi Houghton

**ABSENT AND EXCUSED:** Youth advocates Nicole Rollofson, Julia Marino

**STAFF PRESENT:** Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Sharon Sato, Recording Secretary

**GUESTS PRESENT:** None

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## **AGENDA**

### **I. CALL TO ORDER**

Chairperson Phil Teller called to order the retreat meeting of the Redmond Arts Commission (RAC) at 6:00 p.m. at the Redmond Senior Center (RSC).

### **II. HANDBOOK BRAINSTORM**

Jill explained that she and Heidi had been working on the handbook and handed out a “draft” copy of the basic handbook contents, as a starting place. The Commission, youth advocates and staff (“everyone”) will put together brainstorming ideas, ideas will be incorporated with ordinances, at which time “everyone” will go forward with analyzing and critiquing the document.

Heidi noted that it is important to put into place a review process so future commissions can, once a year or so, review, critique and update the process. A record would be kept as to when and what revisions/changes were made and what might need changed or updated.

Kay stated that she had been working on another Board, which is going through the recruitment process. She has gone to the Non-Profit Assistance Center in Seattle to find resources and obtained a publication, “Six Keys to Recruiting, Orienting and Involving

New Board members”, listing suggestions that should be included in recruitment manual (i.e., Mission Statement, Fact Sheet, List of dates and locations of meetings, members responsibilities, etc.).

Looking at the original handbook, “What is it that you wanted to know? “What should you have been able to read about?”

Brainstorming for handbook was gathered and the following suggestions for Helpful/Key elements were recorded:

- Historical background
- Dates – meeting dates, schedules, televised meeting dates, committee meeting dates, retreat dates – schedule calendar
- City staff listing – phone numbers, departments, functions
- Members of Arts Commission – functions, mini biographies, areas of interests/expertise
- Training options – how many, dates, opportunities
- Networking – regional – BAM, LAA, E/S Arts Coalition, Arts Day/Olympia
- List of other organizations – existing partnerships,
- Donors – corporate sponsorships
- City Organizational chart – Council, Mayor, Boards, Commissions, related Boards (Library, Parks, and Trail. Etc.)
- Grants – Historical, who-what-where?
- Map of facilities and park areas - Parks, Trails, Amenities, Comprehensive Plan Map – future annexations, Art inventory map
- Once of year tour of City art and facility where located – indoor/outdoor
- Mentor – every new Commissioner mentored by senior Commissioner – tour of artwork
- New Commissioner checklist – time frame of training, what to expect – pre-confirmation information/prep-package
- Access to handbook before confirmation – questions regarding position
- Role of Commissioners - definition
- Ordinances as written – end of handbook (Addendum), explain in “layman’s” terms – what do/do not do, how do they affect the RAC, how does the RAC interpret them – now and in the past.
- Rules and Procedures – currently listed on 2-3 pages, make more relevant
- 3-Ring binder form
- General Welcome letter from Commission Chair and staff –change as needed
- Budget – how are Arts dollars spent
- Developmental Review/Edit – before becoming an Arts Commissioner, become Arts Commissioner, separate booklets (sub-booklets) when Chairing a Committee – what does it mean to “chair” a committee, section on getting started
- Modular approach – what, how, where, do I want to find information
- Lacking – schedule, work plan, calendar, will omit repetition, capture point, less efficiency

- Project Plan – part of handbook? separate entity? Part of same binder.
- Calendar- in handbook with basic duties, no details – details in separate handbook, deadline dates, project plan template (basic guidelines)
- Generic – less updating, example of due dates, non-specific, approximate, guideline rather than concrete (i.e. grants – end of month due, fourth Friday, etc.), sample of actual projects
- Previous annual reports – last 2 to 3 years
- Sample of past programs – performing art, ROS, list of organizations that receive grants, prior projects, coming up, who they impact
- List of Arts organizations in Redmond – “birdseye” view of what exists – matrix style (what affiliation - sponsor, donor)
- Set means of measuring progress – review process milestones, what criteria needs to be met in order gauge completion
- Take all brainstorming ideas, add to what is existing and bring to Commission for review/comment/editing/prioritize – continue to “polish/work on” document
- Measure what can be done/expect in the next few months – 6 months – 12 months

#### **Implementation/Review Plan** – Jill and Heidi

- Deadline – 6 months, 3 months (bare bones) basic with extensions, where to go from here
- Editorial calendar – weeks for writing, weeks for review cycle, finishing editing cycle, research period, percentage rate document is complete
- Melna will be working on Addendum
- Continuity – what’s been done, details, team building, what can I do alone

### **III. PROJECT PLANS**

- Scheduling – individual, Arts Commission scheduling, team scheduling
- Transparency – what is each person doing, everyone know who, what, where
- Orientation – New commissioners – 3 months to adapt, which projects they are interested in, review every 3 months to make sure new commissioner is online with what is going on, “check point”, document and save
- Generic – How to do
- Project Plan will assist in helping new commissioners see what each committee entails, points of interest and expertise

### **IV. COMMISSIONER RETENTION BRAINSTORM**

Goal – no repeat of past six years – average of turnover of four commissioners, Jill second commissioner to make it to six years. What can we do to retain commissioners?

#### **A. Interview Process**

- Be open and upfront as to how much work is involved
- Make it clear that the RAC an Advisory Board that does hands on work to support programs and explain what that means
- Brief orientation of what the role entails – overview, what to expect, how much time and commitment is involved, take volunteer green sheet to average how many hours in a month are involved, meetings would not be averaged in on green sheet, prep work, any commission work
- News release – contact or web link for further information
- Consensus definition of process for further commissions and future staff members
- What is the role of a community arts commissioner – defined and reviewed
- Commission and staff education – personality profile, establishing criteria for the interview
- Criteria for interview
- Applicants who are interviewed and are not chosen – check to see what area they are interested in – contact with Melna who can contact appropriate committee chair/leader – Committee leader can contact interviewee – Committee leader can access if that Committee is the “right” fit for that person
- Currently narrowed down to 7 questions – keeping questions simple
- Interview panel includes – Mayor, applicant, staff, RAC Chair
- Reviewing application – Mayor and RAC Chair
- Combine old and new questions

### IMPLEMENTATION PLAN

- Need more information on selection criteria
- Personality profiling
- Referral forms
- Project plan needs to be created for interview
- Gathering information, create a project plan – large project plan using personality plan, questions and information from other organizations – out of information create questions narrow down to 10 or so questions – indicate which are old and new questions, how to do things better and more efficiently in the future
- Project Volunteers - Phil, Yvette and Katie t
- Status check at next monthly meeting

#### B. Orientation

- Old orientation video – where did RAC money come from
- Multiple ways to orient someone into organization – keeps fresh
- More creative video, Phil’s video, flash media
- Different ways of learning/acquiring knowledge – before orientation, ask, “How do you get to know an organization?”

- Incremental during first three months, like on job training
- Series of mini-orientations, broad overview, after first month step up information
- Assign a mentor – might do some orientations, or someone other than mentor to get different perspectives
- Modular – budget, RAC interacts with other parts of City, RAC’s interaction between other organizations
- Encourage candidate/new member to attend meeting – know more about organization and what projects RAC is working on
- Tape of most recent televised “live” meeting
- Tailor orientation – incremental, opportunity for commissioner to chose, pick from modular what they want start off with
- Checklist – context would include timeframes
- Introduction to staff – Director, Administrative staff
- Office tours
- Invite Director/staff to attend two meetings a year

## IMPLEMENTATION

- Checklist
- Timeframe increments – flexibility based on how each team is doing and where at
- Base orientation, select from various modules and/or supplemental areas
- No big projects for Commissioners to begin with, start off slow
- Method to match mentor with new commissioner
- Meet and introduction to all existing members
- Socials (Commissioners, spouse, children) outside of regular meeting times and place, more personal, trust, part of teamwork
- Bios’ of each Commissioner
- Create informal process to evaluate “how it is going for the new commissioner, 2-3 months at a time – make sure needs are being met and use as evaluation tool to make process better
- Re-orientation after 3 months, “sit-down” with staff and senior commissioner (questions, how are you doing – barometer check)
- Project Planning volunteer - None

### C. Teamwork

- Socials – once yearly
- Two or more on working on projects – nobody works alone
- Project lead with “co-project leader” (apprentice) to take over if/when the project lead steps down or in the “next round”
- Chair should know what is “overall” happening and person of continuity
- Protocol for conflict resolution – hierarchy for conflict resolution
- No committees – two required Art s Commission meeting a month – On “Big Picture” meeting (little incremental “what’s happening since last meeting”); second meeting of the month (public meeting) everybody works together for ½ hour on Visual Arts projects and discuss issues that have come up, everyone

works on performing arts projects (grants, 1% for Arts, Performing Series, Arts in the Parks, FOCUS, etc.). – not every project discussed at each meeting, no action taken meeting, working project meeting, more efficient, create more transparency with projects (reasoning behind project outcomes) and Commissioners, encourage more cross-projects

- Committees with sections/modules
- Individual meetings between monthly committee
- Calendar – before trial (3 month) – will discuss further, needs official Committee vote
- What would be the best as a targeted effort?
- Should there be Art Education Committee, independent of the Arts Education/Books Committee? Arts in the Schools Committee (very broad) covers visual arts, performing arts, arts education in schools. Need a middle ground between project plans and no committees. No committees or different committees (3 month trial), to be discussed at February meeting. Think in terms of project model or committee/broad scope model – best use of targeted resources?
- Regular meeting 2<sup>nd</sup> Thursday of each month, second meeting third Thursday of month, - to be discussed at February's meeting
- February's agenda – Committees vs. no committees. March agenda - Status check for Commissioner retention interview. Future meeting - second monthly working meeting discussion.
- Project Volunteers – Roy, Heidi, Kay

## **V. PROGRAM PRIORITIES/3-5 YEAR**

- How has the Arts Commission changed in the last 5 years? – Areas of influence has continued to be strong (grants, literary arts), structure has not changed, interpretation has changed, reputation in the region has been enhanced.
- Where do we want to be in the future?
- RAC are recommendation makers
- Example: Free Monster Theatrical – self sustaining organization, bring talent, hire groups, organizes. Free Monster wants to raise \$\$\$ by themselves, want leadership of the RAC – Redmond could provide space, venues, advertising, audience participation, direction
- Do want to make our partnerships as decision makers?
- Seattle Second Story Rep – provides theater at the own space, City provides grant
- 1) Find organization to perform all work (advising)or; 2) Develop plan for staff
- Where would the commission be best utilized – doing the programs or building the community programs?
- Do we want to form these kinds of partnerships (Free Monster) and find ways for them to work and be an advisory Board to them or do we continue doing what we are doing? Need proposal and research.
- Whatever the decision, find ways and do it well.

- 2010 – leadership to develop/build a vision for future Commission members and staff
- Could the Arts Commission be “out sourced”?
- Groups of organizations to do all the “footwork”
- Do we want a vision of where the RAC should be in 2010? Propose facets of that vision.
- Enhance the RAC – teamwork, evolution of that teamwork could be part of that five year plan
- Goals and Mission statement – don’t change much
- Look at Plan every 3 to 5 years
- Staff reviews process, direction, support, organizational support – RAC recommendations

#### **IMPLEMENTATION**

- Next meeting with ideas – acknowledge a need for a 3-5 year plan, put on long-range goals, part of over all focus
- Potentially good idea – jot down ideas that you would like to see considered and discussed as part of the overall plan, draft to get it started, jumping off point, discuss, know what goal/vision as a team

#### **VI. Hai Ying Sculpture at Grass Lawn Park – Field of Dream**

Artist is asking for ideas for a new name for the sculpture/artwork at Grass Lawn Park. Artist will take suggestions from the Commission between January 24 and January 31. Ying would be open to any name suggestions. Melna suggested Commissioners go up to the Park and see the artwork. Suggestions should be e-mailed to Melna or Roy. Suggested name will be presented to the Visual Arts Committee on Monday, January 31, 7:00 p.m. at the ORSCC.

#### **VII. Motion to Adjourn**

9:12 p.m.